

**NOTICE TO BIDDERS
SPECIFICATION NO. 04-274**

The City of Lincoln, Nebraska intends to purchase and invites you to submit a sealed bid for:

**ELECTRICAL WIRING UPGRADE FOR
EXISTING DIESEL GENERATOR
for
Information Services Division
(City of Lincoln)**

Sealed bids will be received by the City of Lincoln, Nebraska on or before 12:00 noon Wednesday, November 10, 2004 in the office of the Purchasing Agent, Suite 200, K Street Complex, 440 South 8th Street, Lincoln, Nebraska 68508. Bids will be publicly opened and read at the K Street Complex.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above.

Call Sheila at (402) 441-7417 if you want a copy of the specifications and drawings mailed to you, or you can pick them up at the Purchasing office at the K Street Complex, 440 South 8th, Suite 200, Lincoln, NE.

COMPANY NAME _____

**PROPOSAL
SPECIFICATION NO. 04-274**

**BID OPENING TIME: 12:00 NOON
DATE: November 10, 2004**

The undersigned bidder, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which include Notice to Bidders, Instructions to Bidders, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to sell to the City the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for unit prices listed below.

ADDENDA RECEIPT: The receipt of addenda to the specifications numbers ____ through ____ are hereby acknowledged. Failure of any bidder to receive any addendum or interpretation of the specifications shall not relieve the bidder from obligations specified in the bid request. all addenda shall become part of the final contract document.

THE REQUIREMENTS FOR:

**ELECTRICAL WIRING UPGRADE
FOR EXISTING DIESEL GENERATOR**

Please see attached bid specifications and blueprint.

Addition requirements:

1. Cut over work to be performed on a Saturday morning.
2. At least one successful test shall be performed.
3. At no time will the Information Services computer room be without electrical power.
(The onsite U.P.S. system can cover an estimated 15 minutes of use and any building disruption must be completed within that time frame).

To schedule a walk through, please contact Randy Ober/Information Services at 441-7598 for scheduled times or questions.

<u>Item</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
1.	ELECTRICAL WIRING UPGRADE FOR EXISTING DIESEL GENERATOR	LUMP SUM	\$_____

A 5% Bid Bond will be required at the time of opening

A Performance Bond and an Insurance Certificate of Accord reflecting the amounts listed in the Insurance Requirements will be required before a contract is signed.

COMPANY REPRESENTATIVE responsible for the administration of this Agreement:

Name: _____
(Please print or type Name)

Title: _____

Phone No.: _____

AFFIRMATIVE ACTION PROGRAM: Successful bidder will be required to comply with the provisions of the City's Affirmative Action Policy (Contract Compliance, Sec. 1.16). The Equal Opportunity Officer will determine compliance or non-compliance with the City's policy upon a complete and substantial review of successful bidder's equal opportunity policies, procedures and practices.

The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.

**RETURN 2 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.
MARK OUTSIDE OF BID ENVELOPE: "SEALED BID FOR SPEC. 04-274"**

COMPANY NAME

STREET ADDRESS or P.O. BOX

CITY, STATE ZIP CODE

TELEPHONE

**EMPLOYER'S FEDERAL I.D. NO.
OR SOCIAL SECURITY NUMBER**

TERMS OF PAYMENT

BY (Signature)

(Print Name)

(Title)

(Date)

ESTIMATED DELIVERY DAYS

BIDS MAY BE INSPECTED IN THE PURCHASING DIVISION OFFICES DURING NORMAL BUSINESS HOURS, **AFTER** TABULATION BY THE PURCHASING AGENT. IF YOU DESIRE A COPY OF THE BID TABULATION TO BE MAILED TO YOU, YOU MUST ENCLOSE A **SELF-ADDRESSED STAMPED ENVELOPE** WITH YOUR BIDDING DOCUMENTS.